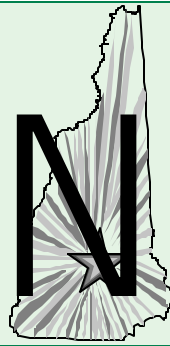


NHCRN

New Hampshire Career Resource Network



Your resource for Career
Development Information.

News

March 2001

Your new resource for
Career Development
Information;
The Long and the Short
of it.....1

Tips for a Successful
Job Fair Visit.....2

Help Us Help
You.....3

New Hampshire Career Resource Network What is it and why should you care?

SHORT ANSWER : Provider of Career Development Resources

LONG ANSWER : NHCRN disseminates information about education, jobs, occupations, and careers. It provides tools for using this information in career and educational planning to all who may benefit from such information, including but not limited to educators, students, parents, counselors, dislocated workers, staff of government agencies and community-based organizations, and others in the fields of education, training, and employment.

Our LOGO



NHCRN services include preparation of publications, such as New Hampshire Job Notes and Licensed, Certified, and Registered Occupations in New Hampshire. Another service is marketing of career-related materials. NHCRN will also provide training for those who assist students or clients in career and educational planning; and support for computer or web-based occupational information systems.

The New Hampshire Career Resource Network is part of the America's Career Resource Network (ACRN), a program of the US Department of Education. Previously known as the SOICC (State Occupational Information Coordinating Committee), the NHCRN is also a member of the Northeast Career Resource Network (NCRN), a regional association. These organizations provide national and regional resources to New Hampshire users of career information

Reminder
Order Forms were sent out weeks ago
for **Job Notes 2001**
Don't be left out-they go fast! If you have not
put your order in, call or e-mail us now!
(603)-229-4489
e-mail: [redacted]
Economic and Labor Market Information Bureau

Volume 001

Number 01

NHCRNNewsNHCRNNewsNHCRNNewsNHCRNNewsNHCRNNewsNHCRNNewsNHCRNNe

Provided by the
New Hampshire Career
Resource Network (NHCRN)
within the Department of
Employment Security's Economic
and Labor Market Information
Bureau.



The New Hampshire Career Resource Network is administered by the Economic and Labor Market Information Bureau of New Hampshire Employment Security. America's Career Resource Network is a program of the US Department of Education, Office of Adult and Vocational Education, authorized by Section 118 of the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III).

New Hampshire Career Resource Network - Your resource for career development information.

Tips for a Successful Job Fair Experience

Job Fairs are a popular tool among job seekers and employers alike for fulfilling employment needs. To find out about job fairs, contact a local New Hampshire Employment Security/ NH WORKS Job and Information Center, visit our web site at <http://www.nhes.state.nh.us/>, or check your local newspaper.

It is up to you to approach the company representatives/recruiters at a job fair, introduce yourself, and describe your goals. Many are ill-prepared to recommend themselves, how about you? These steps will help you have a more productive visit to your local job fair.

Homework – Oh no, thought you left this behind in school? You'll need to do this before attending. Obtain a list of participating companies and research key information on those firms in which you are interested. When the company representative asks, "What do you know about us?" you will be well prepared.

Know What You are Looking For – When the company representative asks you "What are you looking for?" will you be prepared? If so, great. They would rather not waste their time with people who are just looking for "the job that pays the most" or are unsure of what they want. Even if you can't narrow your career choice to fewer than three, identify only one to each recruiter. If you have more than one resume, separate each version by colored folders so you can easily pick out the right one when needed. If you find yourself saying "Oh, that's the wrong resume," and try to take it back, you could easily ruin an opportunity.

Bring Extra Resumes and Business Cards – Copiers are generally not available and finding one will take

time away from your job search. Try to determine the number of companies attending and bring at least one resume for each company plus a few extra. Some will want an extra copy to forward it on to different departments. If you do happen to run out, exchange business cards with the company representative to ensure your name will be remembered. Business cards are also helpful when networking with other job seekers.

Get the Recruiter's Business

Cards – You should leave a job fair with a business card from every representative you spoke with. This allows you to address follow-up calls and letters to a specific person. Take the time to jot down notes on the back of the card about what was discussed. When you talk to the recruiter again, you will be able to jog each other's memory with the subject you had talked about.

Present a Professional Image

– Don't make the mistake of showing up at the job fair in casual attire. Recruiters may still consider you, but professional attire gives you the winning edge and reflects your motivation. Under no circumstances should shorts, jeans, sandals, T-shirts, or sneakers, etc be worn. In addition, a polite, courteous, and pleasant manner will do wonders for your chances.

Approach Employers Individually

– If you choose to carpool with a friend, that's fine, but split up while at the job fair. Showing up in a

group to talk with a recruiter makes them doubt you are serious about your job search efforts. If you have children, find someone to watch them for you. Recruiters will be reluctant to hire someone without reliable daycare.

Go Early – Usually the slowest time of a job fair is that first hour, so arrive early and spend more time with employers. Give yourself at least an hour to walk through and talk to company representatives. The worst time to arrive is the last hour since some employers may have already filled the positions they were trying to fill.

Visit as Many Companies as

Possible – Pick up a list of the employers exhibiting and visit all of them. Don't skip a company just because of its name or type of business. A hospital may have openings for clerical staff and a manufacturer may be looking for a nurse. Check with the employment agency representatives there. The company you want to work for may be represented by them.

Talk to Other Job Seekers

– Take the time to talk with other candidates. Someone may have turned down a position you would find rewarding or, they may have information on a company in which you are interested. Job fairs are a perfect opportunity to establish new networking contacts.

Adapted from Connecticut Career Resource Network Update, January 2001

HELP US to HELP YOU !

We in the newly formed New Hampshire Career Resource Network (NHCRN) want to provide you with the best possible career development information and tools. To do that, we need your help. Once we have a clearer understanding of your career guidance efforts we will be more able to provide you with tools you can use to better assist those looking for help with their career development. Please take a minute to complete the questions below then return the survey to us. This is the best way for us to discover what your needs are and how we can best help.

Prefer a regular newsletter be:

☐ accessible on the internet
☐ received as hard copy

What type of information would you like to see in a regular newsletter?

☐ Career Development Product Information
☐ What others are doing regarding career development
☐ Other (Please briefly explain.) _____

Does your guidance department have access to a computer?

☐ for your exclusive use
☐ in another part of the school
☐ No

Do you have e-mail capability?

☐ Yes e-mail address: _____
☐ No

Do you have internet access?

☐ on a computer used exclusively by guidance staff
☐ on a computer elsewhere in the school
☐ no access within the school

Do you have a private space to counsel students?

☐ for exclusive use of guidance
☐ outside of the guidance office area

Have you used and/or heard of:
 JOB NOTES TABLOID

☐ heard of only ☐ never heard of
☐ used if used, briefly explain how _____

REAL GAME SERIES

☐ heard of only ☐ never heard of
☐ used if used, briefly explain how _____

LABOR MARKET INFORMATION

☐ heard of only ☐ never heard of
☐ used if used, briefly explain how _____

NH COMPREHENSIVE GUIDANCE
 & COUNSELING PROGRAM

☐ heard of only ☐ never heard of
☐ implemented

CHOICES

☐ heard of only ☐ never heard of
☐ used if used, briefly explain how _____

What have we not asked that you feel would be valuable for us to better aid your career development efforts?

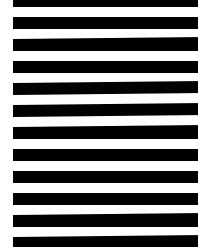
*****WHEN COMPLETED, PLEASE FOLD AND MAIL SO RETURN ADDRESS SHOWS. Thank-you!*****

ELMI, New Hampshire Employment Security
32 S Main St
Concord NH 03301-4857

OFFICIAL BUSINESS
Penalty for Private Use, \$300



NECESSARY
IF MAILED
IN THE
UNITED STATES



Business Reply Mail

FIRST CLASS MAIL PERMIT NO 12634 WASHINGTON DC
POSTAGE WILL BE PAID BY U.S. DEPARTMENT OF LABOR

NEW HAMPSHIRE CAREER RESOURCE NETWORK

ELMI, New Hampshire Employment Security
32 S Main St
Concord NH 03301-9937



Please note any changes to your address below.

NEW HAMPSHIRE CAREER RESOURCE NETWORK
ELMI, New Hampshire Employment Security
32 S Main St
Concord NH 03301-4857
Address Service Requested